



## POSITION DESCRIPTION

---

**CLASSIFICATION TITLE** Specialist **WORK AREA** Fiscal Services/MSBU  
**CLASS CODE** 5304/Nonexempt **EFFECTIVE DATE:** September 12, 2001

**FUNCTION** Provides administrative and technical support for the Municipal Service Benefit Unit Program

**EDUCATION AND EXPERIENCE** Associate's Degree in Accounting or Business Administration and three (3) years' experience in analyzing and researching financial and budget information.

**SPECIAL REQUIREMENTS** A background in accounting and budgeting is preferred. Basic knowledge of local government administration, management, budgeting, and financial administration. Knowledge of accounting and bookkeeping principles and practices. Knowledge of research methodology.

Ability to analyze and research property information, recognizes trends, draw conclusions and make recommendations for improvements. Ability to read legal descriptions of property and read subdivision plats. Ability to establish and maintain effective working relationships with departmental officials and the general public. Ability to use a typewriter/CRT/personal computer to accomplish assigned tasks.

**ESSENTIAL FUNCTIONS** *Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Receives and resolves customer service requests pertaining to MSBU assessment information or routing calls to staff in a team based environment.

Provides customer service to citizens, resolving questions/concerns courteously and efficiently.

Investigates property records to reconcile discrepancies in property I.D. numbers, addresses, and number of dwelling units, tax districts, acreage and other property information as required.

Compiles, records and maintains documentation related to Solid Waste Collection and Disposal assessments (service level changes, exemption applications, certificate of occupancy input).

Coordinates and performs annual exemption application process; including updating database, preparing form design, mailing, processing exemption status, and documenting and maintaining records.

Records and maintains payment records for unassessed properties within the MSBU Program.

Maintains MSBU project filing system.

Assists MSBU Analysts with other projects (revising program guidelines and website information, program pamphlets, non-ad valorem process, street lighting inventory, satisfaction of lien processing, researching parcel sites on GIS maps, etc.)

Performs other duties as assigned or as may be necessary.

**WORKING CONDITIONS** The work environment for this position is a general office setting. The incumbent performs most job duties either sitting at a desk, table or workstation. Incumbents in this position would be exposed to radiant energy from a personal computer.